

Don't Delay!
Nominations Due
March 10th

The Herald-Times

2004 Heart and Hand Awards

NOMINEE:

Nominee Name (individual or group): _____
If group, contact name: _____ Email _____
Daytime phone: (____) _____ Other phone (____) _____
Street Address: _____ City: _____ Zip _____
Number of years nominee has volunteered for this organization: _____ Hours per month: _____

CATEGORY:

Please consider nominee for the following categories (check all that apply):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Education / Literacy | <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Board Member /Administrative | <input type="checkbox"/> Youth (18 or under) |
| <input type="checkbox"/> Lifetime of Service | <input type="checkbox"/> College Student | <input type="checkbox"/> Group or Family | <input checked="" type="checkbox"/> General Community Volunteer |

ORGANIZATION:

Nonprofit Organization for which nominee volunteers: _____
Street Address: _____ City: _____ Zip _____
Director: _____ Email address: _____
Phone: (____) _____ Services Provided _____

REFERENCES:

Two references who may be contacted to verify the scope and extent of the nominee's activities. Do not include the nominee or relative of the nominee.

Name: _____ Organization: _____
Phone: (____) _____ E-mail _____
Street Address: _____ City: _____ Zip _____

Name: _____ Organization: _____
Phone: (____) _____ E-mail _____
Street Address: _____ City: _____ Zip _____

NOMINATOR:

Name of Person Nominating: _____
Are you affiliated with a particular organization? If so, which organization? _____
Are you related to nominee? If so, please describe relationship. _____
Street Address: _____ City: _____ Zip _____
E-mail Address: _____
Day Phone: (____) _____ Evening Phone: (____) _____

NARRATIVE:

Answer ALL questions in a TOTAL of 750 words or less.

1. **Activity:** Describe nominee's volunteer service.
2. **Need:** Describe need for nominee's service.
3. **Impact:** Describe impact or difference nominee's service made to community. Estimate the number of people affected.
4. **Why do you believe your nominee deserves the Heart and Hand Award?** (You might want to talk about the nominee's longevity of service, challenges overcome, positive impact on the organization, etc.)

*The Herald-Times Heart and Hand Awards are presented to individuals and groups who have performed outstanding volunteer service in the community. The Herald-Times and the Bloomington Volunteer Network salute all of the nominees who give so generously of their time and talent to the community. **A celebration and awards ceremony will be held on Tuesday, April 13th, 2004 from 6-8pm at the Buskirk-Chumley Theater.***

A panel of involved citizens will select eight recipients. During the award ceremony, a \$500 award will be presented to the non-profit organization for which each recipient is a volunteer.

Eligibility

- Volunteer service must be performed in the circulation area of the Herald-Times.
- No more than five nominations may be submitted by each non-profit program.
- Both individuals and groups are eligible in all categories.
- Nominee's nonprofit organization must serve the community at large. Religious, fraternal or professional groups providing services to their members only are not eligible.
- Award check will be made payable to a qualifying non profit organization. Individuals are NOT eligible for monetary award.
- If volunteer is nominated for their work with more than one organization, cash award may be split at the discretion of the judges.
- Volunteer service may be performed for student course credit.
- Volunteers who receive reimbursement for out-of-pocket expenses (e.g. gasoline) are eligible.
- Herald-Times employees, Bloomington Volunteer Network employees, judges, and their family members cannot participate as nominators or nominees.
- Nominees cannot receive an award in two consecutive years.
- Nominations and attachments will not be returned.
- Nonprofit organization staff and relatives or friends of volunteers may submit nominations. Volunteers may not nominate themselves as individuals, although they may nominate a group to which they belong.
- For additional information, call Bet Savich at 812/349-3472 or Lucy Schaich at 812/349-3433 or email volunteer@city.bloomington.in.us.

Photo Policy:

Photos of nominees submitted with this nomination are for Bloomington Volunteer Network use only and may appear without further consent in BVN program publicity, newspapers, magazines, brochures, posters, television and/or other media. Submission of a photo implies agreement with this statement and permission for the Bloomington Volunteer Network, a program of the City of Bloomington, to utilize, in whatever manner it deems appropriate for promotional, advertising, or other purposes related to the BVN, the photographic image submitted with this nomination.

Follow These Steps for a Successful Nomination

- ❑ **Type or print neatly** (nomination form may be retyped on computer if questions are repeated).
- ❑ **Be specific and concise.** The entire nomination should not exceed 750 words.
- ❑ **Answer ALL questions.**
- ❑ **Include 1 photo of the nominee "at work"** volunteering for your organization. The photo will be included in an all-nominee photo montage to be presented the night of the awards celebration. (Please note: *Photos will not be made available to judges.*)
- ❑ **Do not send videos, scrapbooks or binders.** If sent, these materials will not be seen by judges and cannot be returned.
- ❑ **Provide explanation.** Assume judges know nothing about the nominee, organization or community.
- ❑ **Include an optional attachment.** Nominations may include one informational attachment (e.g. a brochure) about the volunteer organization. Please include 4 copies (1 "original" for each judge)

Nomination deadline:

Nominations must be received in the Bloomington Volunteer Network office by **5 p.m. on Tuesday, March 10, 2004.**

Late applications will not be considered.

Return Completed Nominations to:

Deliver or Mail to: City Hall, 401 N. Morton St, Suite 260

Fax to: 812/349-3483

Email to: volunteer@city.bloomington.in.us (email completed nominations as attachments only please)

The Herald-Times



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volunteerbloomington.org